

CURRICULAR MATERIALS

2018 Call for Submission



IDAHO STATE DEPARTMENT OF EDUCATION
ACADEMICS | CURRICULAR MATERIALS

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CALL FOR SUBMISSION:

2018 Curricular Materials and Online Resources Adoption

Main Adoption:

- K-12 English Language Arts and Literacy: Contract duration September 2018 - December 2024
- K-12 English Learner: Contract duration September 2018 - December 2024
- K-12 Computer Science: Contract duration September 2018 - December 2024

Annual Adoption:

- K-12 Computer Applications: Contract duration September 2018 - December 2024

The Idaho State Department of Education (SDE) is calling for submissions for K-12 English Language Arts and Literacy, English Learner, Computer Science, and Computer Applications Curricular Materials and Online Resources. The SDE will only review complete curricular materials, textbook series, or other curricular materials. Galley proofs, dummy-books, manuscripts, demo discs, etc., will not be reviewed and should not be submitted.

- For English Language Arts and Literacy standards and other resources, follow the link provided at: <http://www.sde.idaho.gov/academic/ela-literacy/>
- For English Learner standards and other resources, follow the link provided at: <https://www.wida.us/standards/eld.aspx>
- For Computer Science standards and other resources, follow the link provided at: <http://www.sde.idaho.gov/academic/computer-science/>
- For Computer Applications, follow the link provided at: <http://www.sde.idaho.gov/academic/information-tech/>
- For the SDE Curricular Materials web page, visit: <http://www.sde.idaho.gov/academic/curricular/>

DEFINITIONS:

Curricular Materials- include textbooks, educational print and digital media, electronic books, and other technologies. This may also include media and formats that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary materials, and other educational technologies.

Main Component- the primary program element(s) necessary for students to meet Idaho Standards. Generally, this will be the student edition. However, in some cases, the teacher edition is the primary element.

Ancillary Items- any additional elements intended to be used with the main element but are not necessary for students to meet Idaho Standards.

Alternative Format- the exact duplicate version of a submitted title; example: CD-ROM, software, online, web-based, DVD, CD, video, audio tapes, and Spanish version (translation).

Comprehensive Program- a program which consistently meets the focus, coherence, depth, and rigor of the Idaho Content Standards with minimal or no need for instructional adaptations and/or supplemental materials. A comprehensive program provides effective content progressions within and between grade levels.

Basic Program- a program which meets the focus, coherence, depth, and rigor of the Idaho Content Standards at a substantial level with some need for supplemental material. A basic program provides content progressions within and between grade levels, though they may be uneven.

Component Program- a program designed and intended to be used to supplement a comprehensive or basic program. A Component Program will support and/or enhance the focus, coherence, depth, and rigor of a comprehensive or basic program.

Intervention Program- a program designed and intended to target and support students' specific needs.

Regional Centers- state designated locations, currently located on college campuses, where samples of state approved curricular materials are received from publishers and made available to stakeholders for review. Each Regional Center is responsible for storage, disposition, and inventory of current adopted curricular materials.

MATERIALS FOR DIVERSE POPULATIONS:

Diverse populations will have access to submitted items as core or supplemental curricular materials. Accessible formats such as Universal Design for Learning will be used. This allows for flexibility such as: digital text that can be manipulated (dependent on the technology being used), font size/type/color, and text-to-speech with synchronized highlighting and navigation. Digital audio (human narration) would include: navigation, video, graphics, and chart descriptions.

Diverse populations include, but may not be limited to:

- Culturally Diverse (CLD), English Language (EL), English Language Development (ELD), or students whose primary language is one other than English (ESL)
- Special Education students (supporting differentiated or personalized learning through design, pace and academic needs)
- Gifted and Talented (supporting depth, breadth, complexity, and pace)

ELECTRONIC/ONLINE/TECHNOLOGY BASED RESOURCES:

Idaho encourages the use of digital delivery and recognizes the potential and power of digital resources. These materials will be held to the same high standards as print materials in delivering engaging and rich content. The submission of digital programs is encouraged. Please use the same forms for any technology or online resource that would be completed for print materials with the exception of Form B. Form M will be used for electronic media.

Publishers are required to submit one (1) copy of the software program, online resource access, OR license(s) to the Idaho State Department of Education. This must be a complete product/program software package or full online access to the complete program. A demo disk, demo site, or partial access is not sufficient. The technology resources will be used by the Reviewers and Curricular Materials Selection Committee during the review process. There will be two main reviewers per title submitted. All software and web-based resources must be compatible for both Windows and Macintosh based computers.

CURRICULAR MATERIALS REVIEW:

Reviews are based on the main instructional tools. In addition to standards, organization, presentation, and quality of materials are considered. Publishing companies are required to complete an evaluation form for each title submitted. Research documents, correlation documents, and a brief digital presentation explaining the program can be included with the submission. The Idaho Curricular Materials Selection Committee, appointed by the State Board

of Education, determines the final correlation of all materials to the Idaho Standards.

Reviewed materials will be listed in five categories:

- Comprehensive Program- A program which consistently meets the focus, coherence, depth, and rigor of the Idaho Content Standards with minimal or no need for instructional adaptations and/or supplemental materials. A comprehensive program provides effective content progressions within and between grade levels.
- Basic Program- A program which meets the focus, coherence, depth, and rigor of the Idaho Content Standards at a substantial level with some need for supplemental material. A basic program provides content progressions within and between grade levels, though they may be uneven.
- Programs that do not meet basic criteria.
- Component Program- A program designed and intended to be used to supplement a comprehensive or basic program. A Component Program will support and/or enhance the focus, coherence, depth, and rigor of a comprehensive or basic program.
- Intervention Program- A program designed and intended to target and support students' specific needs.

Idaho will execute agreements for all materials except those that do not meet basic criteria.

Materials approved by the State Board of Education can be placed under contract, locking in the bid price with the state of Idaho for a period of six (6) years for the main adoption.

CURRICULAR MATERIALS REQUIREMENTS:

Depository:

Idaho State Textbook Depository- Darin Alvaro, Manager
Caxton Printers, Ltd.
312 Main Street
Caldwell, Idaho 83605
Phone: 800-657-6465

New publishing companies of print materials, or those companies not familiar with Idaho's adoption process, should contact Darin Alvaro at Idaho's State Textbook Depository for guidelines on contracting with this agency for state adopted printed materials before submitting the Submission/Bid Form(s).

Please contact the SDE Curricular Materials Review Coordinator if you have any questions related to program submittal.

Accessible Electronic Files:

It is required to furnish a valid file that complies with the National Instructional Materials Accessibility Standard (NIMAS) for student level instructional material(s) and agree to send such file to the National Instructional Materials Access Center (NIMAC) at the American Printing House for the Blind. It is also required to submit a certificate of all valid files accepted via NIMAC. Please contact the Curricular Materials Coordinator if there are any questions concerning this requirement.

For all literary and nonliterary student curricular materials approved through the adoption process publishers are required to supply an electronic format in Word or ASCII format. (Programs available in NIMAS format and housed at NIMAC meet this requirement).

Please send this format to:
Idaho School for the Deaf and Blind
1450 Main Street
Gooding, Idaho 83330
Phone: 208-934-4457

SUBMISSION:

Please make sure company personnel are aware of all deadlines and procedures. Please use the current Submission Bid Form. For further clarification, please contact the SDE Curricular Materials Coordinator.

Note: Submission/Bid Form(s), Text Source Analysis Form(s) and Brief Form(s) files must retain original format. Forms B and M are only required in electronic format, signature is required (PDF or jpg). Please submit on disk or send as an e-mail attachment(s) to: ejames@sde.idaho.gov.

E-mailed files – Please include in subject Line: PUBLISHER NAME, or acronym, (e.g., ABC Publishing–2018 Submission). CD/DVDs must be clearly labeled with publisher’s name and disk contents (e.g., ABC Publishing–2018 submission forms). Please check CD/DVDs for all files, verify disk contents, and that files will open on a computer that did not create the disk. Responses will be given for all electronic submissions received through e-mail. If you do not receive an e-mail response, please contact the Curricular Materials Coordinator.

Submission/Bid Form Directions:

1. To assist the SDE in identifying main/primary components for each program, please list the main element first and in BOLD type on the Submission/Bid form for each program, package, or set. After the main element, please list in this order and indent:
 - teacher edition
 - ancillary items-- for ancillary and free materials, specify the primary user (SE, TE).
 - free materials
2. If multiple main components are being submitted please list the ancillary and free materials immediately after each related main component. List main components according to grade level or subject.
3. If the material is a kit or package please list all of the components together with one composite ISBN and bid price. Please list Items that can be purchased with an ISBN number and retail price but indent under main component.
4. Include all items that would be provided to teachers or schools at no charge. Indicate exact terms (e.g. 1 per 20 SEs).
5. Note: Fees will be assessed for all materials marked as “Main Components” and “Ancillary Items” on the Submission/Bid Form. If the teacher’s edition is the program or main component, a fee will be assessed even it is marked as a free item.

The Submission/Bid Form template is available on the Curricular Materials website: <http://www.sde.idaho.gov/academic/curricular/> under the “Publishers” section. Data entered on the bid form must match sample(s) and Brief Form(s) for each main component entry.

Content Area/Course column-- Identify the specific subject/course for which each title was designed or recommended. This will determine the evaluation conducted. Example: Social Studies: American Government

Title of Material column-- Please include the complete title in the main entry. A complete title includes a program title plus the subtitle. If the publisher’s name is part of book title, it needs to be included in the title entry. Label ancillary and free items according to the appropriate main element.

ISBN column-- Make sure the ISBN code matches the materials listed. If the item does not have its own ISBN, but is part of a package, please designate accordingly. Some materials do not have an ISBN number. For those items, designate N/A for not applicable.

Description column-- If particular materials are submitted for consideration in specific categories, please indicate (e.g. core, basic, component, intervention).

Type of Submission column-- Please identify the item by its type (e.g. main component-M, ancillary item-A, or free material-F, alternate format-*). When noting an item as an alternate format please include the type and an “*” (e.g. an alternate format ancillary item should be identified as A*).

Student Edition or Teacher Edition column- Indicate if an item is a Student Edition (SE) or a Teacher Edition (TE). If the item is a kit/package indicate that it contains student and teacher materials mark as SE/TE.

College Level column-- Identify all college level titles.

NIMAS column-- Please identify all NIMAS compliant titles or availability date.

Conditions for Free Materials column-- Indicate free terms (e.g. one per 25 Student Editions).

Review Fee column-- Please see directions of fee assessment.

Submission/Bid Form:

- January 30, 2018- Intent to Bid

Email a tentative list of the main title of each program to be submitted to: ejames@sde.idaho.gov. This will assist in the selection of reviewers for the adoption process.

- February 20, 2018- Initial Submission/Bid

Send completed Submission/Bid to: ejames@sde.idaho.gov. The Submission/Bid will be reviewed and returned if any information on the form is incomplete or if clarification is needed. Please contact the Curricular Materials Coordinator at any time with questions or concerns that may arise during the adoption process.

- March 5, 2018- Final Submission/Bid

Send final Submission/Bid to: ejames@sde.idaho.gov. Also send a hard copy of the Submission/Bid, plus any submission fees to:

Curricular Materials Review Coordinator
State Department of Education
P.O. Box 83720
650 W. State
Boise, Idaho 83720-0027

Form B/Form M:

- March 5, 2018- Send electronic copy of Form B/Form M to: ejames@sde.idaho.gov

Form B- Manufacturing Standards and Specification for Textbook

Required for print submission of student edition. An official of the publishing company must sign one (1) copy of this form. Refer to MSST, page 51-77 for textbook specifications interpretations.

Form M- Electronic Media Manufacturing Standards

Required for electronic media submissions. An official of the publishing company must sign one (1) copy of this form. The form must be submitted with submission paperwork and fees. Refer to MSST, page 82 for additional guidelines. Templates are available on the Curricular Materials website: <http://www.sde.idaho.gov/academic/curricular/>.

Brief Form(s):

- March 5, 2018- Send electronic copy of Brief Form(s) to: ejames@sde.idaho.gov.

Brief Form information will be used in the state recommendation for the adoption guides. Therefore, concise summaries are best. A template is available on the Curricular Materials website: <http://www.sde.idaho.gov/academic/curricular/>.

Course Evaluations, Correlations, and Research Documents:

- March 23, 2018- Send electronic copy of Evaluation Forms to: ejames@sde.idaho.gov.
Course Evaluation Forms required for all submissions can be found at:
<http://www.sde.idaho.gov/academic/curricular/>.

Please complete an Evaluation Form for each title submitted. Publishing companies are required to develop written documentation, explanation, and analysis for each submitted title/grade level. Page number references/locations are accepted along with written explanation but not independently. Any Correlations and Research documents and/or other course documents for submissions are optional.

Text Source Analysis Form:

- March 23, 2018- Send electronic copy of Text Source Analysis Forms to:
ejames@sde.idaho.gov. Text Source Analysis Forms required for all ELA/Literacy submissions and can be found at: <http://www.sde.idaho.gov/academic/curricular/>.

Text Source Analysis Forms provide the review team with information pertaining to the quality of text. Idaho requires the text type, quantitative and qualitative ratings for all titles within a program.

Review Fees:

- March 5, 2018- Payment must be sent in with hard copy of Submission Bids, payable to the Idaho State Department of Education, 650 W. State Street, PO Box 83720, Boise, Idaho, 83720. Attention: Curricular Materials Review Coordinator.

Print Material Fees:

The retail price column must be filled in with the amount to be charged to Idaho schools for a particular item. For software, the fee schedule must include all package options being offered (e.g. single user, network license, district license, etc.).

- No fees will be assessed for alternate formats.
- Submission/Bid Form must include conditions of all “free items”.
- All free items must be listed on Submission Form.

- No fees will be assessed for free items unless it's a TE.
- The review fee for print materials is calculated as \$60 or equal to the retail price, whichever is greater. This applies to all main elements and ancillary items per course and grade level.
- The review fee for classroom kits/sets is calculated as \$60 or equal to the retail price, whichever is greater. This is based upon the number of expected participants in an instructional group or a 20-pupil class.
- Fees cannot exceed \$1,500 per program/course title in each grade level.
- This calculation will be used for each grade level at the elementary level and each individual course of multigrade-level standards at 6-12 level. Fee examples:
 - K-5 program with a different Student Edition for each grade level equals a fee for each grade level not to exceed \$1,500.
 - Art title, for grades 9-12, equals a single fee not to exceed \$1,500, if there is one set of standards for that title or grade band. If there are separate standards for each grade, a fee will be assessed at each grade level.
- Multiple Content Areas:
 - The review fee is applicable for each content area or course for use in a single grade level. Only one review fee will be charged for a single content area or course spanning multiple grade levels. Fee example: Social studies and character education (within a single text) for grade 5 is two content areas and equals a double fee.
- “Bundled” Materials:
 - Bundled materials may be listed as a single retail unit. However, all materials contained in the “bundle” must be listed on the bid form with individual retail prices noted for any item that may be purchased alone.
- Listing Free Items:
 - Please place an “F” in the “Type of Submission” column on the Submission/Bid Form.
 - A price may be listed in the “Retail” column for replacement materials.
 - The “Conditions for Free Materials” column must also be completed (e.g. one per 20 Student Editions).

Digital Programs and Online Resources Fees:

The review fee for digital and online resources is calculated as \$60 or equal to the retail price, whichever is greater. This applies to all main and ancillary items per course and grade level. Subscription fees will be based on a yearly subscription cost per student.

The review fee for classroom kits/sets is calculated as \$60 or equal to the retail price, whichever is greater. This is based upon the number of expected participants in an instructional group or a 20 pupil class.

Digital Programs and Online Resources Fees will be multiplied by six (6), reflecting the six-year adoption agreement. Fees cannot exceed \$1,500 per program/course title or grade level.

Additional Guidelines:

Curricular materials submitted in various formats which contain the exact same content will be evaluated as one item. These materials will be assessed with a single fee equivalent to the most costly format.

Multiple formats containing the same content include: hardback, soft cover, electronic, loose-leaf, consumable, CD/DVD, audio, etc.

Multiple volume sets, produced as separate units but created from a single submitted text, will be charged a fee according to the most expensive packaging.

Restrictions:

Publishers may withdraw/remove materials from a Submission/Bid Form prior to the contract deadline. However, fees are non-refundable. Publishers are prohibited from selling or providing equipment or supplies.

Digital Presentations:

- April 16, 2018-- Links to presentations should be sent to ejames@sde.idaho.gov. Links are not to be tied to a publisher's website. Digital presentations are optional.

Each presentation should be approximately 15 minutes or less to introduce the reviewers to the content of the program and point out any special features and/or highlight materials within the program. These electronic presentations are strictly and exclusively for training purposes, not for persuasion or sales.

Any questions between review members and publishers must be submitted to the Curricular Materials Review Coordinator in writing. The coordinator will serve as the liaison between the two parties.

Samples:

- April 16, 2018-- Mail one clearly labeled set of curricular materials to each assigned reviewer. Each reviewer will conduct an independent, remote review of his/her assigned program title. The SDE Curricular Materials Review Coordinator will send reviewer mailing addresses to publishers by April 2-6, 2018. In the event all review assignments are not complete by this date, the Review Coordinator will send the assigned reviewer addresses

to the publisher as soon as possible. The sample materials will not be returned to the publisher.

One (1) complete set of curricular materials and full access to all online programs and resources must be sent to two (2) reviewers for each title submitted for review.

One (1) copy of the Brief Form for each main element must be included for each program's main component (student/teacher edition/kit) as identified on the Submission/Bid Form. Please also include a hard copy of the Course Evaluation Form and any Correlations/Research documents for each main element.

Consensus Review/State Copy:

Send on these dates ONLY- JUNE 11-13, 2018. Send one (1) complete set of samples and full access to all online programs and resources for the Consensus Review. Clearly label the outside of each box, noting the contents and grade levels of each box (i.e. ABC Company- ELA-Grade 1-box 1 of 4).

Attach one (1) copy of the individual Brief Form to the inside front cover of each program's main element as identified (student/teacher edition/kit) on the Submission/Bid Form. Please also include a hard copy of Course Evaluations Forms, Text Source Analysis Form (ELA/Lit ONLY), and any correlations/research documents (if they apply) for each main component. This set of samples will be used during the Consensus Review and then be sent to Caxton Printers, Ltd. to be housed in the State Curriculum Library.

Samples should be sent to:

ATTN: Mowbray Brown
2018 Idaho Curricular Materials Adoption
1800 W Fairview Ave.
Boise, Idaho 83702
208-332-6967

ADOPTION:

Review of Materials:

The Idaho review of curricular materials will be conducted in a two-tiered process. The Reviewers, composed of teachers, administrators, and other experts from throughout the state, will begin with a Remote Review mid-April through mid-June. After completion of the Remote Review, the Reviewers and the Curricular Materials Selection Committee will assemble in Boise for a Consensus Review. Each title will be reviewed by at least two (2) reviewers. Any questions between Review members and publishers must be submitted to the Curricular Materials Coordinator in writing.

The Consensus Review is scheduled for June 18-22, 2018, in Boise. During this time, the reviewers and committee members will discuss and compare notes regarding specific materials. The reviewers will complete a Recommendation and Evidence Summary for each submission. These will be submitted to the Curricular Materials Selection Committee to determine a final recommendation. The State Board of Education will take the committee recommendations under consideration and make a final ruling. Publisher notification and agreements will follow SBOE decisions.

Evaluation Tools:

Idaho Content Standards Rubric: measures the alignment to the Idaho Content Standards for the specific content areas. Evaluation forms can be found at: <http://www.sde.idaho.gov/academic/curricular/>. Additional and more detailed explanations on each standard can be found at: <http://www.sde.idaho.gov/academic/standards/>.

Indicators of Quality Rubric: measures a holistic view of materials and is based on: 1.) Literacy Connections; 2.) Student focus; 3.) Pedagogical Approach; 4.) Presentation and Design; and 5.) Technology.

Agreements:

- Deadline: September 14, 2018

Agreements will be mailed to publishing companies, pending Curricular Materials Recommendations approval from the State Board of Education, in August 2018. Included with the agreement will be a copy of the publisher's Submission/Bid Form highlighting any Selection Committee or SBOE changes. Contact the Curricular Materials Review Coordinator with any questions.

Signed contracts from the publishing companies must be returned to the Curricular Materials Review Coordinator at the Idaho State Department of Education before approved submissions are listed on the state adoption guides.

Please have an officer of the Publishing Company sign and return one (1) original hard or

electronic copy to the State Department of Education. Should any agreements not be returned, those materials will be pulled from the State Department of Education, and the adoption process for those materials will be deemed null and void. Review fee(s) are not refundable.

Digital Curricular Materials Caravan:

- Deadline: October 31 , 2018

Publishers may create digital presentations for showcasing materials approved during the 2018 Curricular Materials and Online Resources Adoption. Links to the digital files will be placed on the SDE website at: <http://www.sde.idaho.gov/academic/curricular/>.

Idaho Adoption Guide:

A complete listing of newly adopted K-12 materials, will be posted to the Idaho State Department of Education web page. Curricular Materials are listed by content area and the listings of state board approved curricular materials are located at: <http://www.sde.idaho.gov/academic/curricular/>.

Regional Center Samples:

- Deadline: October 31, 2018

Student and teacher editions are to be sent to each of the seven (7) Regional Centers, along with any essential program pieces. Attach one (1) copy of the individual Brief Form to the inside of the front cover of each program's main component (student/teacher edition/kit) adopted by Idaho SBOE. Names and addresses of the Regional Centers are listed at the end of this document.

****Please note that the State Textbook Library located at Caxton Printers is not a regional center and samples do not need to be sent there. Samples used during the Consensus Review will be housed at the State Library.**

Sample requirements for Regional Centers:

Regional Center access to online resources is required for the length of the adoption. This may be a DEMO site. Please send a link, log in information (if needed) and Brief Form for each online resource program title.

Ancillary pieces of the main element are not required. However, a small sampling of ancillaries may be sent at the publisher's discretion. For clarification on required sampling, please feel free to contact the Curricular Materials Coordinator.

REGIONAL CENTER LISTINGS

Regional Center	Contact
COLLEGE OF IDAHO	TBD N.L. TERTELING LIBRARY 2112 CLEVELAND BLVD CALDWELL, ID 83605
LEWIS CLARK STATE COLLEGE	SHANNON CASTEEL CURRICULUM LIBRARY 500 8TH AVENUE LEWISTON, ID 83501 PHONE: 208-792-2229 SCASTEEL@LCSC.EDU
BOISE STATE UNIVERSITY	MARGIE RUPPEL REFERENCE LIBRARIAN, LIAISON TO COLLEGE OF ED ALBERTSON LIBRARY 1910 UNIVERSITY BLVD BOISE, ID 83725-1430 PHONE: (208) 426-1323 MARGIERUPPEL@BOISESTATE.EDU
NORTHWEST NAZARENE UNIVERSITY	CAROL POE JOHN RILEY LIBRARY 623 UNIVERSITY BOULEVARD NAMPA, ID 83686-5897 PHONE: 208-467-8616 (CALL BEFORE DELIVERY.) CJPOE@NNU.EDU

Regional Center	Contact
BRIGHAM YOUNG UNIVERSITY– IDAHO	HOLLY GREEN DAVID O MCKAY LIBRARY, MCK 306 525 SOUTH CENTER STREET (0405) REXBURG, ID 83460-0405 PHONE: 208-496-9514 GREENH@BYUI.EDU
UNIVERSITY OF IDAHO	RICK STODDART GARY STRONG CURRICULUM CENTER COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES UNIVERSITY OF IDAHO 875 PERIMETER DR.MS 3089 MOSCOW, ID 83844-3089 PHONE: 208-885-7257 RSTODDART@UIDAHO.EDU
IDAHO STATE UNIVERSITY	DR. SHU-YUAN LIN, ED.D. INSTRUCTIONAL MATERIALS CENTER COLLEGE OF EDUCATION 638 E. DUNN STREET POCA TELLO, ID 83209-8059 PHONE: 208-282-3185 LINSHU@ISU.EDU